



## Get Organized and Stop Losing Things

How often do you find yourself frantically digging in pockets and bags searching for your keys or your phone? Do you wonder where you put your glasses only to discover they are on top of your head? Don't worry! You are not losing your mind, just your focus! Most of us go about our daily activities preoccupied while multi-tasking. The part of our brain carrying out routine activities doesn't connect with the part of our brain responsible for conscious thought. We forget where we parked the car at the mall, because while we were parking, we were thinking about what we needed to get in the store, and how quickly we needed to be done shopping in order to get the kids off to soccer practice on time.

Here are some helpful and practical ways to get organized and stop wasting time looking for things:

1. **Create A Go-To Place For Everything:** Create a space using a basket or a decorative box for your most important things, like your wallet, phone and keys. Place these items in this designated space every single time you get home.
2. **Place a Tub By The Front Door:** Keep a plastic tub by the front door to keep seasonal items that can easily get misplaced. For example, in winter it can be the drop box for hats and gloves, and in summer a place for sunglasses, visors and sunscreen.
3. **Deal with Mail Immediately:** Deal with mail as soon as you come home, as opposed to just letting it pile up or find its way to different places all over the house. If you can't file it or frame it, toss it. That way you won't be digging through piles for the overdue electric bill at the end of the month.
4. **Be Conscious When You Change Your Routine:** We most often lose things when we have a change in routine. For example, you always keep your keys in one particular pocket in your purse, but today you used a different bag. Be aware when you have a change in routine so that you'll be less likely to lose something important.
5. **Train Your Brain:** Once you have established a place for the things you most often lose, train your brain by visualizing yourself putting these items in their place. Soon you will remember to do it automatically. It takes time to train your brain to learn a new behavior. You don't have to have *everything* organized to stop losing things. You just need to develop a few new habits.

*Source: Adapted from Psychology Today*

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